



City of Nashua

Central Purchasing

229 Main Street

Nashua NH 03060

September 17, 2012

Request for Proposal

Public Safety Radio Communications Consulting Services for a Regional Radio Communication System RFP0256-110712

The Cities of Manchester and Nashua New Hampshire are partnering in this Request for Proposal for establishing a regional radio communications system that will encompass both the Cities of Manchester and Nashua. The Cities are utilizing funding from the Department of Homeland Security to conduct a detailed feasibility study to examine the current state of both of these radio communications systems, evaluate the current method of operation of each system and report on the feasibility of constructing a Manchester/Nashua regional radio system. Therefore the Cities are soliciting proposals for a qualified consulting firm to conduct an assessment including feasibility of a common regional system, create a new system design that meets common interoperability needs, create a plan to migrate to a new solution, and assist the Cities in selecting and potentially managing a vendor to supply and implement this new solution.

INSTRUCTIONS TO BIDDERS

Proposal Submission: Proposals must be submitted with **one (1) original and four (4) photocopies** in a sealed envelope clearly marked “**Public Safety Radio Communications Consulting Services RFP0256-110712**” and must be received at the City Purchasing Department, Lower Level, 229 Main St, City Hall, Nashua, NH 03060 prior to **11:00 am on Wednesday November 7, 2012**. Also submit to the same address (Central Purchasing) and for the same deadline **one copy** of the Fee Proposal in a **separate sealed envelope** clearly marked “**Public Safety Radio Communications Consulting Services RFP0256-110712 - Fee Proposal**”. Postmarks or other timestamps will not be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submission prior to the date and time.

Complete specifications and related documentation is available on each City's respective web site:

- **NASHUA** - www.nashuanh.gov under Citizen Favorites, Current Bid Opportunities, document **RFP0256-110712 and**
- **MANCHESTER** - www.manchesternh.gov, under Departments, Purchasing, Bid Opportunities and Results.

A listing of respondents will be posted on both Cities' web sites, under Bid Results, within twenty-four (24) hours of the opening. **Please note that posted Bid Results will not include reference to cost proposals.**

Proposal & Award Timeline: A **MANDATORY** pre-submission conference to discuss the project before the submission is scheduled for **Wednesday, September 26, 2012, at 10:00 a.m. in the training classroom at the Nashua Fire Station (use Fire Marshall Entrance), 177 Lake Street, Nashua NH 03060**. You or your representative(s) are **required** to attend this meeting if you intend to submit a Proposal.

The estimated project timeline is shown below:

Activity	Date	Time/Location
Mandatory Pre-Bid Meeting	Wednesday, September 26, 2012	10:00 a.m. Nashua Fire Station, 177 Lake Street
Deadline for Questions *	Wednesday October 10, 2012	10:00 a.m.
Answers/Clarifications posted	Wednesday October 17, 2012	10:00 a.m.
RFP Opening	Wednesday November 7, 2012	11:00 a.m. Central Purchasing
Negotiations and Contract award	TBD	TBD

Important Notes to Bidders:

- The City of Nashua and Manchester may reject any or all of the proposals on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful bidder against any party.
- The Cities reserve the right to accept any proposal, in whole or in part, to negotiate further with any bidder prior to award regarding any terms of the proposal to achieve the best proposal as determined by the Cities at their sole discretion and to reject any or all proposals for any reason whatsoever, should it be deemed in the best interests of the Cities to do so.
- Negotiation, if undertaken by the City, is intended to result in a contract, which is deemed by the City, in its sole discretion, to be in the City's best interests. Any such negotiations will use the relevant proposals as a basis to reach a final agreement. Any and all such negotiations shall be binding upon the Consultant.
- This request for proposal is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which proposals are solicited. Terms and conditions of any final contract shall be negotiated after proposals have been received, and prior to award. Selected bidders may be requested to provide proposed contract terms after proposal submission as part of the due diligence process.
- The City reserves the right to waive or disregard any informality, irregularity or deficiency in any proposal received should it be deemed in the best interests of the Cities to do so.
- Any and all expenses incurred by the selected firm shall be the firm's responsibility, including any necessary bonds, insurance, licenses or permits. The Cities assume no direct or implicit liability for the payment of costs and expenses incurred by any bidder in responding to this request for proposals. The proposed fee shall be *all inclusive* as outlined in section titled *Proposed Project Cost*. The Cities *will not* honor requests for payment of any expenses not covered by written contract.

- All proposals become the sole property of the City of Nashua and the City of Manchester.

Communications:

* All inquiries concerning this RFP, including but not limited to, requests for clarifications, questions, and any changes to the RFP, shall be **submitted in writing**, citing the RFP title, RFP number, Page, Section, and Paragraph and submitted to the following RFP Solicitation Coordinator:

William Mansfield
Radio Systems Manager
City of Nashua
Box 785
Nashua, NH 03061-0785
Email: mansfieldw@nashuapd.com

Insurance Requirements:

Prior to the City's entering into a contract, the successful consultant shall provide the Cities with certificates of insurance for coverage as listed below and endorsements affecting coverage required by the contract within ten (10) calendar days after the Cities issue the notice of award.

The City requires thirty (30) days written notice of cancellation or material change in coverage. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer and who is licensed by the State of New Hampshire.

Certificates must name the **City of Nashua and the City of Manchester as an additional insured**. Contractor is responsible for filing updated Certificates of Insurance with the City of Nashua's and the City of Manchester's Risk Management Department during the life of the contract.

Coverage limits shall meet or exceed the following:

- Professional liability insurance in the amount of \$1,000,000
- General liability insurance in the amount of \$1,000,000 per occurrence; \$2,000,000 aggregate;
- \$1,000,000 Combined Single Limit Automobile Liability
- Workers' Compensation Coverage in compliance with the State of NH Statutes, \$100,000/\$500,000/\$100,000.

Additional requirements include:

- a) All deductibles and self-insured retentions shall be fully disclosed in the certificates of insurance.
- b) If aggregate limits of less than \$2,000,000 are imposed on bodily injury and property damage, the Contractor must maintain umbrella liability insurance of at least \$1,000,000. All aggregates must be fully disclosed on the required certificate of insurance.
- c) The specified insurance requirements do not relieve Contractor of its responsibility or limit the amount of its liability to the City's or other persons, and Contractor is encouraged to purchase such additional insurance, as it deems necessary.
- d) Contractor is responsible for and required to remedy all damage or loss to any property, including property of the City's, caused in whole or in part by Contractor or anyone employed, directed, or supervised by Contractor.

No Conflict:

The Consultant, in submitting a proposal shall agree and ***so state in its proposal*** that no person acting for or employed by the City of Nashua or the City of Manchester has a direct or indirect financial interest in the proposal or in any portion of the profits, which may be derived there from.

Compliance with Law:

The Consultant shall be required to comply with all applicable provisions of federal, state and local law both in its response hereto and in provision of any services by the selected Consultant. Each proposal shall include a statement indicating that the Consultant has read and understood all conditions as outlined in the RFP. Each proposal shall be signed by a person legally authorized to bind the Consultant to a contract.

Proposal Held Open:

No Consultant shall be permitted to withdraw its proposal for a period of sixty (60) days after the time and date of the submission of the proposal as set forth in this document. All proposals shall remain valid and binding for that period of time.

Precluded Bids:

Pursuant to NRO 5-78 (F), the Purchasing Manager shall not solicit a proposal from a contractor who is in default on the payment of taxes, licenses or other monies due either City. Therefore, this proposal request is void as to anyone who is in default on said payments.

Respectfully,

Mary Sanchez, CPPB

Mary Sanchez, CPPB
Purchasing Agent II
City of Nashua

**Certificate of Acknowledgement
(to be submitted with your proposal)**

The term "City" shall herein mean the City of Nashua and the City of Manchester collectively.

The Proposer acknowledges and certifies under the penalties of perjury to the City that:

1. Neither the Proposer, nor any representative of, or agent for, the Proposer has given, offered or agreed to give any person or entity who is an agent, representative or consultant of, employed by, or an officer or elected or appointed official of, the City, any gift, contribution or offer of employment as an inducement for, or in connection with, the Proposal or any contract awarded pursuant to this request.
2. No fee, commission or compensation of any kind has been paid, either directly or indirectly, by or on behalf of the Proposer to any person or entity who is an agent, representative or consultant of, employed by, or an officer or elected or appointed official of, the City, in connection with the Proposal or any contract awarded pursuant to the RFP, and no agreement to make any such payment has been made or will be made by or on behalf of the Proposer.

No person or entity who is an agent, representative or consultant of, employed by, or an officer or elected or appointed official of, the City, has any direct or indirect interest in the Proposer or any of its affiliates.

All information contained herein is true to the best of the Proposer's knowledge.

After all proposals, formal interviews, presentations and screening have been completed the candidate offering the "best value" will be notified of the City's intention to enter into a contract with them. In the event that a satisfactory agreement cannot be entered into with the candidate, the City reserves the right to enter a contract with an alternative candidate. The City also reserves the right to negotiate a contract with both proposers simultaneously and to enter a contract with any such proposers with whom it is negotiating. In the event that no candidate has proposed what the City deems to be an advantageous or acceptable proposal, the City reserves the right to reject all proposals. If the City determines that only one candidate is fully qualified, or that one offer is clearly more highly qualified and suitable than any other under consideration, then a contract may be negotiated and awarded to that candidate without any further consideration of the other proposals.

The City expressly reserves the right to negotiate the terms of the actual contract to be entered into. The terms may vary from the submitted proposals and RFP (to include unsolicited alternates and in other ways if mutually agreed to by the City and the proposer(s) with whom the City is negotiating).

Signed under the penalties of perjury.

Signed and sealed in the presence of:

Notary

Date: _____

CONSULTANT
(SEAL)

By: _____

Title: _____

ANTICIPATED SCOPE OF WORK for RFP0256-110712

BACKGROUND

The Cities of Manchester and Nashua are partnering in this Request for Proposals to conduct an assessment of each communities' proprietary radio system infrastructure, create a new system design that meets our common interoperability needs, create a plan to migrate to a new solution, and assist the Cities in selecting and managing a vendor to supply and implement this new solution.

A major driver of this project is the lack of interoperability in radio communications between Manchester and Nashua, and other surrounding communities. The unique proprietary radio system infrastructure in each City prevents interoperability, so Manchester and Nashua have joined forces and proposed a Regional Radio Communications System that would alleviate these issues and deliver cost savings due to shared resources, and economies of scale in design, procurement, and maintenance.

Another key driver is the age of each City's current infrastructure, end-of-life status of some components, and increasing difficulty in acquiring parts to repair critical components.

This engagement is funded through a grant from the Department of Homeland Security to hire a qualified consulting firm to conduct these services and help create a Regional Radio Communication System.

Nashua and Manchester have a combined population of nearly 200,000 residents and is the most densely populated region within the State of New Hampshire. Each community desires to remain on their current **800 MHz trunked radio** frequencies. Both communities share mutual aid commitments with surrounding communities that all operate on VHF radio frequencies. There are also commitments with some State critical infrastructure, such as the Manchester-Boston Regional Airport.

Current Infrastructure - Nashua

The City of Nashua (the 'Gate City') is the second largest City in New Hampshire (about 85,000 residents), and approximately 36 square miles, located along the Merrimack River and the Nashua River in southern New Hampshire (at 42°45'04"N 71°28'51"W (42.751038, -71.480817)), and approximately 45 miles from Boston.

Information concerning Nashua can be viewed and downloaded from <http://www.nashuanh.gov/> and includes access to geographical maps and imaging tools.

The City of Nashua currently operates a *Motorola 3.0 Smartzone, 800 MHz, 10 channel, 3 site simulcast, digital trunked radio communications system* with approximately 1300 users operating on it including Police, Fire, DPW, Transit, Health, Schools, and EMS.

Current Infrastructure - Manchester

The City of Manchester is New Hampshire's largest City over 109,000 residents, and approximately 34 square miles, located along the Merrimack River in southern New Hampshire, and approximately 18 miles above Nashua (at 42°59'11"N 71°27'6"W (42.986284, -71.451560)). Between Nashua and Manchester are the communities of Bedford, Londonderry, Litchfield, and Merrimack.

Information concerning Manchester can be viewed and downloaded from <http://www.manchesternh.gov/> and includes access to geographical maps and imaging tools.

The City of Manchester currently operates an *EDACS 800 MHz, 11 channel, single site trunked radio system* with approximately 3500 users operating on it including Police, Fire, DPW, Transit, Health, Schools, and EMS.

OBJECTIVES FOR ASSESSMENT, DESIGN, & PROCUREMENT

The objectives for a regional radio communications system are many but may be limited, now or in the future, by available funding, limitations of time, technology, government regulation, political expediency, and of course by imagination. So the list of objectives here is intended to present expectations and motivations of both communities in the broadest strokes – it should not be considered a complete or exclusive and exhaustive listing of all feasible and necessary objectives for this project. Bidders are expected identify and highlight gaps and issues as appropriate during the proposal process, as well as later during any awarded engagement.

Both Cities are partnering in this Request for Proposal to address a lack of interoperability in radio communications between Manchester and Nashua and other surrounding communities, and a need for a plan to address obsolescence of each City's current radio communications infrastructure. High level objectives are to assess current proprietary radio system infrastructures, create a new system design to meet common needs, create a plan to migrate to a new solution and assist as contracted to select a solution and manage key parts of the implementation.

High-Level Objectives include:

- **Assessment of Current Infrastructure** – Assess the current state of each City's infrastructure, including fixed and mobile and remote components, identifying critical points of failure, expected future life of components, priority of replacement, mitigation strategies for component and service obsolescence, and document as appropriate for planning and subsequent Request for Proposal development.
- **Needs Assessment** – In collaboration with respective City staffs, assess and identify and document common and singular functional needs in a future system, including interoperability.
- **Feasibility Analysis** – Analyze and report on feasibility of creating and operating a combined regional radio system, including mitigation options that may be necessary to build the base for such a future system.
- **Recommended System Designs** – Create a high-level infrastructure and functional design for a new system in sufficient detail to be utilized for planning, budgeting, vendor sourcing, selection, and procurement.
- **Planning Tools** – Develop a high-level proposed budget and timeline for a new common regional infrastructure, or divergent City implementations if feasibility dictates.
- **Business Case** – Guide and collaborate with City staffs to create a business case for investment of capital and operating funding, and grants.
- **Functional Specifications** – Create a functional specification document (including performance requirements), structured to be used in issuing a public RFP, and to serve subsequently as a requirements traceability matrix and acceptance tool.
- **Solution Sourcing** — Recommend vendors to solicit based on above efforts, and collaborate with City staffs and Purchasing to create a request for proposal, issue the RFP, and respond to bidder inquiries.
- **Selection** — Lead City teams in reviewing proposals, analyzing specifications, creating weighted scores, and recommending award. Serve as expert on industry best practices to advise teams in negotiations of terms and conditions with recommended vendor(s), as well as determination of performance requirements tied to contracting.
- **Solution Implementation** — Implementation of the selected solution may be performed by many parties, including OEM, 3rd party implementer, City teams, etc. Optionally serve as the Cities project reviewer, and independent verification and validation (IVV) resource.

- **Prevent Avoidable Failure** — A key objective of this engagement should be to identify and avoid or mitigate foreseeable system failures due to planning or obsolescence. This is relevant to both current state of the two systems, as well as future state of any solution combined or individual.
- **Reduce Costs & Realize Efficiencies** — A last but important objective of this project should be to reduce current and future investment and operations costs by utilizing shared resources during and after design and implementation, and to realize efficiencies through common operations and management.

PHASES AND TASKS

This Professional Services engagement is expected to include the following tasks and services, although respondents should note that this list is subject to revision before and during negotiations of any final award.

- **Phase 1 – Infrastructure & Needs Assessment, Feasibility Analysis, Preliminary Design.** Assess the current infrastructures, identify needs, analyze and report on feasibility of one or more future solutions that meet interoperability needs. To include:
 - ***Review previous public safety radio communications documents** (including the State of New Hampshire's Statewide Communications Interoperability Plan (SCIP).*
 - **Survey existing primary and backup radio communications centers to assess and document conditions including**
 - *Radio console equipment*
 - *Support equipment*
 - *Primary and emergency power*
 - *Grounding and surge protection systems*
 - *Facility security*
 - *Network connectivity*
 - **Survey the existing radio sites and document conditions related to:**
 - *Site area*
 - *Equipment shelter*
 - *Radio equipment*
 - *Antenna systems*
 - *Antenna mounting structure*
 - *Primary and emergency power system*
 - *Grounding and surge protection system*
 - *RF interference at the site*
 - *Site access*
 - *Site security*
 - **Review radio equipment inventories from each user agency provided by the City**
 - **Review existing radio licenses.**
 - **Interview agency user representatives and identify:**
 - *Existing system limitations*
 - *Performance and operational issues*
 - *New system requirements – performance and operational goals*
 - *Review current radio equipment inventory information*
 - *Identify each agency's new radio subscriber requirements*
 - *Level of service required*
 - *Existing radio coverage problems*
 - *Critical coverage areas (schools, hospitals, malls, garages etc.)*
 - *Mutual aid communications*
 - *Non-voice requirements for text, image and/or video*

- **Review operational features for:**
 - Voice (clear and encrypted)
 - Talkpath partitioning (dispatch, tactical, common and other)
 - Talkpath scan
 - Talkpath announcement
 - Conventional & trunked talkpath capacity
 - PTT-ID and emergency
 - Telemetry signaling
 - Fire station alerting
 - Mobile data applications (text, image, video, location etc.)
 - Recording
 - System management tools (reports etc.)
 - System diagnostics/alarms
 - Communications center console
- **Interview current radio system maintenance providers to determine the existing system configuration and performance**
- **Review and report on each community's existing fiber and/or microwave paths to ensure and make recommendations that support the radio system site connectivity requirements as alternatives for backbone radio site connectivity and connectivity of one system to each community**
- **Review and report on current trunked system life cycle and vendor support**
- **Perform a coverage analysis using industry accepted propagation software on the existing radio sites to determine coverage within each community.**
- **Analyze the results and report on the existing radio system coverage performance**
- **Develop and document preliminary system design(s) for common and/or City-specific parts:**
 - Develop practical conceptual design for current system modifications, upgrades, and ultimately migration to a Regional Radio System
 - Identify any modification/upgrade impact to current operations for each option and each community.
 - Identify any modification/upgrade impact to the current radio licenses for each option
 - Identify any modification/upgrade impact to the existing mobiles and portables for each option
 - Identify any special requirements for cutover to the new system for each option
 - Identify the interior and exterior space requirements for the modification/upgrade new systems' facilities
 - Develop a project planning budget and schedule
 - Prepare a draft plan in PowerPoint that identifies the requirements to implement an Interoperable System to meet the needs of the Cities identified in this phase
 - Develop a phased migration plan that would allow a multi-year system implementation
 - Recording
 - Meet with key project staff to discuss the draft plan
 - Modify the draft plan
 - Present findings to each City's representatives
 - Issue the final Conceptual Design Report that will be used as a basis to develop the Performance Specifications Document

- **Phase 2 – Detailed Design.** Based on the results, recommendations, and conclusions drawn from Phase 1 activities, selected bidder will be requested to proceed to Phase 2. . In this phase the preliminary design of Phase 1 will be expanded to produce a detailed design that can be utilized in development of sourcing and selection tools to acquire a new system, as a functional specification for implementation, and can be utilized in all other City-side planning activities. Broadly speaking the end result is detailed functional, equipment, and performance specification document that encompasses the requirements for product and service necessary to meet the recommendations developed in Phase 1, and the budget and timeline approved.

Selected bidder will develop the necessary documents, distribute drafts for comment, and in collaboration with City teams incorporate appropriate revisions into the final documents, including incorporation of any City specified terms and conditions.

This includes:

- ***Radio site base/repeater station equipment***
- ***Frequency plan and restrictions required for frequency coordination***
- ***Site connectivity (microwave and/or fiber)***
- ***Legacy equipment interface***
- ***Radio site candidate locations***
- ***Antenna structures***
- ***Antenna systems***
- ***Equipment shelters***
- ***Site development requirements for City owned or leased sites***
- ***Lightning and surge protection systems***
- ***Emergency power systems***
- ***Facility HVAC***
- ***Communications center equipment – primary and backup***
- ***Network monitoring and alarm system***
- ***Logging recorder upgrades***
- ***Mobile radios and accessories***
- ***Portable radios and accessories***
- ***Alert pagers***
- ***Mobile data hardware and software***
- ***Existing CAD/RMS interface***
- ***Vehicle location hardware and software***
- ***Installation requirements and schedule***
- ***Retainage & performance based payment schedule***
- ***Acceptance test tools and procedures (including traceability matrix)***
- ***Training program***
- ***Warranty and future maintenance plans***
- ***Cutover plans***

- **Phase 3 –RFP development, Vendor selection, and Procurement.** . Upon completion of Phases 1 and 2 and go-ahead to proceed, develop a set of Request for Proposal using deliverables from Phase 2 (including cost estimates), that can be used collectively by the Purchasing staff of the City of Nashua and the City of Manchester to solicit bids for one or more vendors to supply the resources needed for one or more components/phases of the project. Develop evaluation criteria and tools, and assist with evaluating bid proposals, products, and researching bidders. Advise in negotiations with bidders and selection of winning bid(s). Tasks will include:
 - **Collaborate with City teams to issue specification to Vendors**
 - **If the upgrade option includes modifications to the current frequency plan and/or radio sites, the following tasks may be required:**
 - *Prepare engineering analysis including specialized antenna patterns, service and interference contours, as required, to support the frequency application process*
 - *Prepare frequency coordination forms*
 - *Prepare FCC 601 forms*
 - *Prepare, as necessary, FAA forms for new and/or expanded tower sites*
 - *File all forms with the appropriate agency*
 - **Attend Vendor conference(s) and site tour(s)**
 - **Assist City teams to document Vendor questions and respond with the preparation of addenda, if required**
 - **Review Vendor respondent proposals/bids**
 - **Perform reference verification and other necessary due diligence research**
 - **Submit Recommend a Vendor to the City**
 - **Assist the City with technical issues during contract negotiations**
- **Phase 4 – Implementation project management.** Upon completion of Phases 1 through 3 and explicit authorization from the respective City contract managers, assist City teams and vendor implementation staff to monitor and manage tasks, timeline, and budget. Collaborate with City teams to develop an acceptance test plan and assist City staff in completing these tests to certify compliance with system design, contract, and project objectives. Tasks will include:
 - Participate in detailed design reviews
 - Modify the FCC frequency plan, if required
 - Perform periodic site inspections
 - Review and recommend action on Vendor requests for payments
 - Attend project status meetings with the Project Representative/System Administrator
 - Review Vendor training program and recommend changes, as required
 - Lead Vendor acceptance test planning and administration
 - Review Vendor cutover plan and recommend changes, as required
 - Review Vendor warranty plan and recommend changes, as required
 - Develop punch list for Vendor action and review with the Project Representative/System Administrator
 - Monitor cutover
 - Perform final inspection
 - Review as-built drawings
 - Project closeout

DELIVERABLES

Bidders must be able to produce and maintain the deliverables below (or reasonable alternative submissions) as part of the engagement. Payments and retainage on the project may be tied to deliverable acceptance.

- **Phase 1:**
 - Documented assessment of current state of each City's existing radio infrastructure, equipment, and services
 - Site assessment including coverage analysis & performance, local and state public safety interoperability, and emergency continuity systems and planning
 - Documented and structured functional and technical needs analysis matrix
 - Preliminary design recommendation and feasibility assessment
- **Phase 2:**
 - Detailed functional and performance specifications
 - Detailed site requirements
 - Current state migration plan
 - Project timeline and budget
- **Phase 3:**
 - Technical Request for Proposal content specific to a Regional Radio Communication System
 - Frequency analysis and frequency application materials (if required per design)
 - Comprehensive Vendor proposal evaluation matrix
 - Completed Vendor reference verification forms
- **Phase 4:**
 - Periodic project status reports (written and verbal project reports, task list updates, scope change requests, etc.)
 - Acceptance test cases and results
 - Issues and Risks list (including closing punch list)
 - Acceptance, training and cutover planning
 - Training and Operations & Maintenance Documentation
 - Project close out documentation
- **Others:** Reasonable additional reports and documents as necessary. Schedule to be determined by the City. Impact on project scope, if any, to be negotiated at time of contract.

PROJECT OVERSIGHT

The Regional Radio Communications System Project shall be managed and periodically reviewed by a Municipal Planning & Management Team composed of staff from

- The City of Nashua Communications Division
- The City of Manchester Fire Communications
- and other City of Nashua and City of Manchester staff members, assisted by an informal review team comprised of elected and appointed officials and other authorized project participants as deemed appropriate.

This team shall review technical progress, project schedule, and financial status & contractual issues.

The contractor's Project Manager or his/her designee shall present a briefing report in writing and in person to the project team on a timely scheduled basis as determined by the Project Team.

All correspondence and project deliverables required by the Cities for completion of this project shall be directed to the respective City Project Administrators.

PROPOSED TIMELINE

The Regional Radio Communications System Project is expected to begin upon contract award.

Duration of the project is not yet determined, but should become clear as Phase 1 (Assessment, Analysis, and preliminary Design) progresses. The contractor, after award of contract, shall firm up the entire schedule prior to Phase 2.

Deliverables for Phases 1 & 2 must be submitted by **February 13, 2013**, and formal onsite presentation of the design by the contractor will be scheduled to occur before **March 6, 2013**.

PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

Proposals for professional services shall be evaluated according to City of Manchester and City of Nashua purchasing ordinances. Contracts must be approved by Aldermanic Committee before award.

Proposals must address all requirements listed. All terms and conditions are an integral part of the RFP. Any failures or exceptions taken to any part of the RFP may constitute ground for rejection of proposal. The Cities of Nashua and Manchester may reject any or all of the proposals on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful bidder against either City. Bidders are solely responsible for all costs related to preparation of their proposal.

All proposals shall include the following information clearly identified and titled.

Include the name of the individual who will be the primary contact in regard to this Request for Proposal.

Certificate of Acknowledgement (See page 5 of this Request for Proposal)

Project Methodology

The bidder shall provide a statement of their understanding and approach to accomplish all Phases bid upon and meet design objectives described in this RFP, including examples illustrating how similar tasks and design objectives were implemented for other clients.

Contractor Profile & Prerequisites

The bidder shall provide a complete and comprehensive business profile. Bidder profile response shall be create and submitted using the attached Appendix A Bidder Profile Questionnaire.

Experience Prerequisites

The vendor will document and provide details on how they meet the following professional experience prerequisites:

- Certified Engineer(s) – engineers certified by a public safety radio communications industry organizations (may include vendor-specific certifications)
- At least 10 years experience in designing and supporting large-scale public safety radio communications infrastructures
- At least five years chronological experience working with 800 MHz trunked radio systems.
- Ability to work with multiple vendors and recommend a non-vendor-specific system whenever such systems/components are available
- Availability of local support, and/or staff by phone and Internet on a 24 x 7 basis as needed.

Proposed Project Cost

As noted on Page 1 of this Request for Proposal, "...submit to the same address (Central Purchasing) and for the same deadline **one copy of the Fee Proposal in a separate sealed envelope** clearly marked **Public Safety Radio Communications Consulting Services RFP0256-110712 - Fee Proposal.**"

Proposed pricing for this project shall be valid for one hundred and sixty (160) days from date of sealed proposal opening and shall be binding upon contract.

Proposals shall break down pricing response into the following individual components.

- ***All vendors must at a minimum bid upon Phases 1 – 3*** for their proposals to be accepted. *Vendors may elect to bid upon Phases 4 as an optional service should the Cities elect to pursue that work phase. This pricing shall be considered representative but non-binding and subject to later negotiation, due to the potential difficulties to assess and estimate the effort and costs necessary.*
- Pricing may be quoted as either fixed-price or per-hour for Phases 1 - 3. Fixed-price quotes must include a statement of the per-hour labor fees upon which the estimate was based. Per-Hour quotes must include a not-to-exceed (NTE) maximum for each individual pricing component.
- Phase 4 if bid upon, may be quoted as either fixed-price, or per-hour without a not-to-exceed maximum.
- Pricing components should align to the four (4) Phases of the project as outlined in this RFP, and there must be an individual price quote for each of the Phases.
- Where travel & expenses (T&E) will be necessary, vendor should submit in their pricing proposal estimated T&E costs per Phase, as a flat-rate or per-diem, or estimated actual T&E costs and any applicable markup. (Bidders should note that under any resulting award, a set of expense guidelines will be negotiated).

Proposed Timeline

The vendor shall provide an estimated duration (in man-hours *and* in elapsed days) from award of contract for each and every Phase of the project.

Proposal Format

The proposal shall follow the listed format when submitted.

- **Section 1.** A signed copy of the RFP with documented compliance to each item. Documented compliance can be either a signature from the respondent on each item and/or each page of an original copy of the RFP, or can be an annotated electronic copy of the RFP document. This section must include a signed copy of any Addendums issued, and a signed Certification of Acknowledgement by bidder. Where compliance can't be assured the RFP response must list the item as "Not Compliant", but may also include an explanation in mitigation in Section 2 of their response (e.g. where such services are not offered by the vendor or its subcontractors).
- **Section 2.** A list of exceptions taken and explanations of exceptions shall be listed here.
- **Section 3.** Project methodology. A statement of bidder's understanding and approach to accomplish all Phases bid upon and meet design objectives described in this RFP, including examples illustrating how similar tasks and design objectives were implemented for other clients.
- **Section 4.** Services Offered. Documentation of services provided, which may include product marketing materials (e.g. brochures) where these materials also provide full technical capability, and any special or proprietary service procedures or methodologies which the City teams would be expected to participate in.

- **Section 5.** Experience. Completed Bidder Profile (see Appendix A), as well as a list of key bidder staff who would be assigned, their roles, work history, experience with similar clients and projects, and training and certifications.
- **Section 6.** Proposed timeline for services and completion based upon RFP and any Addendums. Bidders should identify any existing obligations that may preclude providing services during a certain period.
- **Section 7.** Pricing. Pricing must be documented in a separate section and clearly delineated by Phase being bid, and other pricing formatting as outlined in the *Proposed Project Cost* section above. Total price for Phases 1 – 3 should be clearly indicated.
- **Section 8.** Specify any optional services and applicable costs. If bidder determines during preparation of a proposal that additional services are necessary beyond those detailed in this RFP, these services shall be included and clearly noted as a "required addition" to the City's specifications.
- **Section 9.** Sample work product, which may include design documents and diagrams, project plans, RFP/RFQ/RFI documents, acceptance test plans or checklists, training documents and curriculum, operational documents and user guides, etc. The City is amenable to either signing a Non-disclosure agreement for any confidential information, or receiving documents with confidential information redacted.

Designated RFP Contact for Information

All inquiries concerning this RFP, including but not limited to, requests for clarifications, questions, and any changes to the RFP, shall be submitted in writing, citing the RFP title, RFP number, Page, Section, and Paragraph and submitted to the following RFP Solicitation Coordinator:

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 Email: mansfieldw@nashuapd.com